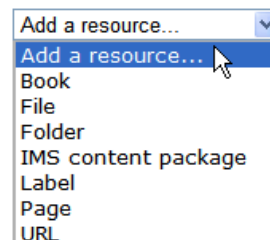












Adding a label

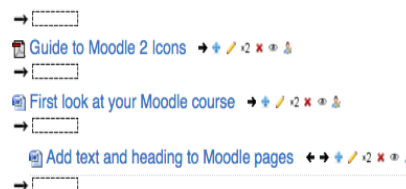
The **Add a resource...** menu enables almost any type of web content to be inserted in your course, including: links to files, folders or web pages – and even web pages composed *directly* in Moodle. Generally, anything you can only *view* is in this menu and anything you interact with (e.g. assignments) is in the activity menu.




To insert a label (a piece of text or an image), make sure editing is turned on. Then from the **Add a resource...** drop-down menu (located in each topic area), choose **Label**. The text editor appears in which you can type your text before clicking **Save and return to course** at the bottom of the screen. For further details about how to add an image, see the relevant mini guide.

If you are still in editing mode, some icons  appear below the new label.  lets you indent the label;  lets you move the label up and down;  is for editing;  lets you duplicate the label;  deletes the label;  is used to hide the label from students (click on the eye; it “closes”  and the label greys-out – you can see it, but students can’t);  allows you to assign a user role to the label.

Note that Moodle is not drag-and-drop. When you click on the  icon, Moodle indicates where you can move the item by showing arrow-and-box icons. Click any of these icons to place the label or click **Cancel** at the top of the page.



Once you have added text, you can see what the course will look like to a student via the  **Switch role to...** menu in the **Settings** block. Choose **Student** and you will notice all the editing options disappear, but you can navigate and interact with the course (almost) as a student would.

